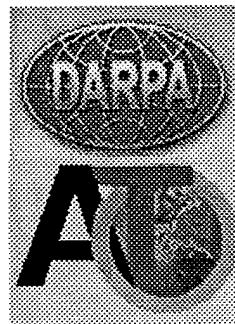


SCHAFFER CORPORATION

Mar 2003

FINAL REPORT



**Terahertz Operational Reachback Program
THOR 0003**

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The views and conclusions in this document are those of the authors and should not be interpreted as representing the official policies, either expressly or implied, of the Defense Advanced Research Projects Agency or the U.S. Government.

This report covers the work accomplished by *Team Schafer* (Schafer Corporation, David P. Mauder Consulting Services, Inc. (DPMC), and Adroit Systems, Inc.) in support of the DARPA/ATO Terahertz Operational Reachback (THOR) Program. *Team Schafer* provided Management and Administrative Support Services for this program. The work was limited to the day-to-day coordination of technical activities and financial management on behalf of the DARPA program manager. This report summarizes that work over the period of July 2002 to March 2003.

Task Objectives

The THOR program's goals were to mature required technologies and credibly demonstrate a system able to provide a high data rate (internet-like) backbone to the tactical user whether airborne, terrestrial, or maritime.

Team Schafer worked together to provide support for the THOR program in the areas of program management, facilities and logistics, document management and control, program administration, and financial management. In this capacity, *Team Schafer* performed both on-site and off-site using information system capabilities and program management techniques to achieve the assigned tasks.

Technical Problems

None. *Team Schafer* successfully provided management and administrative personnel and expertise in support of THOR to accomplish the task.

General Methodology (i.e., literature review, laboratory, surveys, etc.)

Team Schafer used industry best practices to achieve success in the area of Management and Administrative Support Services. In general, *Team Schafer*:

- Provided DARPA/ATO staff with schedule and resource visibility to assure that the program's objectives were being achieved. Multiple procurement guidance documents were prepared and completed based on PM guidance and program needs. This included spreadsheet and budget analysis support.
- Provided key support by scheduling and coordinating meetings for DARPA/ATO Program Managers to meet with numerous government and civilian entities in the DC area and sites throughout the US, including the coordination for Industry Day and a Principal Investigator Meeting at Naval Post Graduate School in Monterey, CA and coordinating the conference at the Advanced Undersea Networks and Communications Workshop on the Naval Research Laboratory. This required coordinating participants, assisting in agenda preparation, preparing travel arrangements, assisting the senior officials by escorting, and providing descriptions and progress of the experiments.

- Coordinated security and program information in the preparation of visiting dignitary personnel to DARPA.
- Provided administrative support as needed by the PM to include assisting in preparations of Phase II source selection brief and assisting the PM in the preparation of a DARPA New Start effort.
- Supported the THOR program by developing briefings, scheduling, financial planning and government performer interaction.
- Provided detailed oversight over program funding and expenditure activities. This was accomplished by preparing the expenditure reports and spend plans, providing financial status updates and charts, completing all necessary ARPA Orders, and monitoring all obligations. This required financial reviews of commitment, obligation, and expenditure data for contract performers and government entities.

Technical Results

Team Schafer was instrumental in assisting in the successful development and facilitation of all of the projects and programs under this task.

Important Findings and Conclusions

N/A

Significant Hardware Development

N/A

Special Comments

None

Implications for Further Research

N/A

Standard Form 298, February 1989

Attached

List of Symbols, Abbreviations, and Acronyms

N/A

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